

City Manager

Monthly Report for May 2014

- Have held meetings with Wildcat/Midstream and Flint Hills regarding the pending lawsuit. Holding regular phone conference with City Attorneys regarding the filings and rebuttals. Have discussed the latest information with the Council during Executive Session.
- The Corpus Christi boundary dispute has received a ruling from the Nueces Judge in favor of Corpus Christi. We will be appealing to the State Supreme Court.
- Have held several meetings with City Staff, Engineers, and Oxy Ingleside Energy Center regarding the plans for the LPG portion of their project. About 2/3rds of the building that were planned to be demolished on the former NSI have now been removed from the site.
- There were no ED packages returned to the Governor's Office this month. We had 2 site visits with potential developers as well as a joint meeting with industry executives to discuss housing needs and potential sites for Multi-family areas.
- The combined water levels as of 6/3/14 are at 45.2%.
- The EDA grant for the water tower is moving quickly right now. The pedestal portion has been completed and the fabrication of the tank itself is fully underway. The staff and engineers are performing regular inspections.
- Met with TxDOT and Engineers regarding the additional environmental questions for SH-200. We are expecting them to complete their suggested items for correction by Friday, June 6, 2014. We should have the written documentation soon thereafter.
- Held second Public meeting for the Parks Master Plan on May 29, 2014. We should have a final draft for the Council's review at the June 24, 2014 Council Meeting and then we add as an attachment for the Parks and Recreation grant submittal due July 1, 2014.
- The new Finance Director started May 5, 2014 and has hit the ground running with the finalization of the FY 2014-2020 CIP and starting the budget process with the individual departments.
- Attended the Coastal Bend Hurricane Conference in Robstown.
- Met with Industry partners located between Gregory and Ingleside to discuss traffic concerns and how to hand the future expansions.
- Attended Todd Hunter's meeting regarding Water Desal Task Force.

City Secretary/Human Resources

Monthly Report for May 2014

Council Meetings: Prepared for 2 Council Meeting

Open Records Request: 2 requests documented

Employment Applications: Received 5 applications

TABC Permits: 1

Vehicle Tags: 4 tag changes and 5 with insurance change

News Paper Ads: We received no billing, can't confirm.

Workers' Comp./Liability Claims: 7

Report a Concern: 6

Other:

- * Assisted with day-to-day items in Finance including but not limited to 8 transfers, and bank reconciliations. Working with the new Finance Director to assist in acclimating her to our system and various special projects/events/funds/etc.
- * Held the annual Benefits open enrollment to cover TML-IEBP, TMRS, AFLAC, and the 457 Plan. The TMRS and 457 Plans were new additions to the open enrollment process. The new information was well received.
- * Assisted 3 employees with benefits questions/communications with the TML-IEBP inquiries.
- * Performed 8 new hire orientations, 0 exit interviews, and reminded Managers of 2 6-month evaluations.
- * Worked with 11 community service individuals for a total of 288 hours.
- * We responded to 0 Economic Development leads through the Governor's Office; however, we have had several people walking in and asking for data as well as realtors calling to make sure their properties are listed on our site maps.
- * Continued working with the Attorneys handling the Zoning/Petition Lawsuit.
- * Assisted with the finalization and binding of the 2014-2020 CIP data.
- * Held the May 10, 2014 election and finalized the paperwork. Awaiting the final bills from ES&S in order for me to invoice IISD for their half of the election costs.

Memo

To: Jim Gray, City Manager

From: Isabel Valdez 

Date: 6/2/2014

Re: May 2014 Monthly Report

Below, you will find Utility Department monthly statistical information for May 2014.

Number of Deposits – 35

Number of Opened Accounts – 46

Number of Closed Accounts – 54

Number of Disconnect Notices Mailed – 820

Total Late Fees Billed - \$7,683.72

Number of Utility Bills Mailed – 3,121

Total Water Consumption Billed – 36,242,400 Gallons

Total Water Billing Amount – \$227,192.97

Total Sewer Billing Amount - \$122,870.42

Number of Utility Payments Received – 2,693

Total Amount of Utility Payments Received - \$375,432.46

If you have any questions, please let me know.

Librarian's Report May 2014

- Attended weekly Management meetings on Mondays for the month
- Coordinated and attended biweekly staff meetings.
- Assisted when needed at circulation desk and opened and closed when needed
- Meeting with volunteers about updates (May 2)
- Attended Friends meeting (May 5)
- Met with Southwest Solutions about new shelving bid (May6)
- Attended SPCALC meeting (May 7)
- Met with new Finance Director, Rosie to go over CIP booklet and updates
- Attended the Insurance enrollment (May 8)
- To Sams to purchase supplies for ending party of "after school program" (May 9)
- I assisted the Friends group in a fundraiser for city Market/Pride days (May10)
- Meeting with Janie Alvarez with Experience Works (May 14)
- Lunch/meeting with SPCALC coordinator about Scrabble Tournament turnout (May 14)
- Met with Officer Fraiser about the camera bid around library (May15)
- Submitted library report to San Pat County Library Board System (May 16)
- Summer Reading program networking throughout community.
- Met with Mr. Benton cause one of units not working (May 19)
- Attended Master Plan Meeting at Humble Center (May 22)
- Meeting with Connections for Families about possible childrens' craft class during the summer (May 23)
- Met with both summer reading program coordinators for updates and final preparations (May 27)
- Attended the dedication for Robert Clarke (May 28)
- Met with Durham Electric for inside lighting bid (May29)
- Attended the 5k Run on behalf of the City (May31)
- Continued to work on CIP and finished up May 23rd
- Notarized as needed

- **Children's Program including Mr. Kippy: 181**

Meeting Room used by: Total 221

Under Five Program
Mr. Kippy
Sorority

Woman's Club
After School Program

Del Mar Business
Connections

Computer Classes
Game Day

[illegible]

** Circulation totals

**May 2014 Monthly Report
Building Dept**

<u>Permit Type</u>	<u>Number of Permits</u>	<u>Permit Fee</u>	<u>Total Valuation</u>
Building	20	\$180,390.59	\$65,933,363.00
Electrical	11	\$717.00	\$15,150.00
Plumbing	5	\$469.55	\$14,800.00
Water Well	0	\$0.00	\$0.00
Mechanical	10	\$1,053.05	\$35,840.00
Demolition	1	\$150.00	\$0.00
Excavation	0	\$0.00	\$0.00
Move Structure	0	\$0.00	\$0.00
Commerical Repair	0	\$0.00	\$0.00
Tree Removal	1	\$0.00	\$0.00
Swimming Pool	1	\$265.00	\$42,000.00
Pipeline	0	\$0.00	\$0.00
Sign	1	\$65.00	\$8,200.00
Totals	50	\$183,110.19	\$66,049,353.00

Impact Fees Collected: \$2,145.53

Certificate's of Occupancy:

Commercial: 0

Residential: 0

Inspections Performed: 90

(6)

TO: Jim Gray, City Manager

FROM: Donald Paty, Director of Public Works

DATE: May 30, 2014

REF: MAY 2014 ACTIVITY REPORT

DEPARTMENT	LOCATION	JOB PERFORMED
WATER	Various locations	Perform daily duties for utility desk - on/off, rechecks, locks & plugs, chlorine levels, read master meters, check pump stations, pick up & drop off mail, raise & lower flags
	All Meter Routes	Read water meters
	3124 Hackberry	Repair section of 3" transite water line and make water tap and sewer tap
	Chandler Lane	Install water tap
	2626 Big Oak Lane	Make 3/4" water tap
	3210 Avenue A	Assist Drainage Department install concrete culverts
	1941 Chandler Place	Flush water line
	Chandler Place in alley	Repair the alley that was dug up for line installations
	Waco Street pump station	Cleaning and maintenance
	3655 Avenue A	Make sewer tap
	1618 Hwy 361	Repair 2" water tap and install a new 2" compound meter
	Mayfield & Nix	Install new fire hydrant
	VFW Highway 361	Set temporary fire hydrant meter
	2570 Big Oak Lane	Make 4" sewer tap
	1572 Vineyard Lane	Make 4" sewer tap
	6th Street & Avenue F	Repair 6" water valve
	2709 Avenue D	Assist WW Dept. to plug a 4" sewer line
	Cook Primary School	Work on two 6" water valves
	2790 Humble	Replace 6 f. section of 3" water main line and make 3/4 water tap
	2567 2nd Street	Repair 2" water line next to 2" pvc tee
	Ingleside On The Bay	Repair 2" water line
	2059 Tiner Lane	Cut road for tap
	Various locations	Meter testing and repair
WASTEWATER	WWTP & 17 lift stations	Daily maintenance of WWTP and all lift stations
	Corpus Christi, TX	Take samples to lab
	Fourth Street Water Pump Station	Clean and prep for pump installation
	WWTP	Work on chlorine hoist system
	WWTP	Repair sampler
	WWTP	Work on SCADA system with Dick Ehman
	WWTP	EPA DMR QA Testing
	WWTP	Mowing, weeding, general maintenance
	WWTP	Worked with Naismith to get maps for TXDOT
	2418 Avenue C	Respond to sewer service request, main line is clear, need to schedule to run camera in line
	2373 North Street	Respond to sewer service request, clean out is broken, possible sand in line, need to schedule to run camera in line
	2581 Avenue B	Respond to sewer service request, plugged on residential side of line
	Chandler Place	Work with Water Department to repair alley
	2507 Avenue	Respond to sewer service request, plugged at main
	2745 El Paso	Respond to sewer service request, line clear
	1651 4th Street	Respond to sewer service request, plugged at main
	2570 Big Oak Lane	Assist Water Dept. to make 4" sewer tap
	1572 Vineyard Lane	Assist Water Dept. to make 4" sewer tap
	Main Street (Thai Café)	Vac and clear sewer line all the way to Taqueria Guadalajara, huge amounts of grease in the line
	2709 Avenue D	Plug off sewer line where house was demolished
	2444 Avenue C	Respond to sewer service request, repair broken cleanout
	2418 Avenue C	Respond to sewer service request, installed cleanout on city side
	Various locations	Assist with brush pickup
	City Yard	Vehicle/equipment maintenance

**BLDG., PARKS,
DRAINAGE**

All City Parks
Oxy Facility on FM 1069
Live Oak Park
Live Oak Park
Simmons Park
Simmons Park

Simmons Park
Cove Park
Cove Park
Whitney Lake
Pool & Fire Dept.
Swimming Pool
IHS Football Field
West Main St.
West Main St.
Various locations
Animal Control Facility
City Hall
Police Dept.
Various Locations

Clean restrooms, empty trash
Removing light poles
Deliver & pick up trash cans, ticket booths, and other items for weekend event
Mowing & weeding
Mowing & weeding
Deliver and pick up trash cans, stage, and other items to be used for Ingleside Hometown Pride Day and Movie in the Park
Repair playground equipment
Clean drainage ditch
Mowing
Mowing
Meet with electrician regarding repairs needed
Preparing pool for summer season
haul stages to track and then back to city yard
Mowing
Repair alley behind Performance Auto
Mowing city right-of-ways
Mowing & weeding
Mowing & weeding
Mowing & weeding
Brush pick up with truck & trailers

STREETS

Brush Route 1A - 4A
Oxy Facility on FM 1069
8th St., 4th St., Morgan Lane, Mooney Lane
Rudy Villa, Avenue G

Pick up brush
Removing light poles
Patching potholes
Replacing stop signs

rk

May 2014

Parks and Recreation Programs/Events Report

Humble Station Youth Center

The Humble Youth Center's After-School Program is in progress. The total for this month is 6 children enrolled.

The daily exercise program has 10 people attending on a regular basis.

The Zumba classes are being held twice a week.

For the month of May 2014, the Center was rented out 13 times by exempt non-profits, 0 pay non-profits, and 4 private pay rentals.

Hildegard Schmidt Garden Center

For the month of April 2014, the Hildegard Schmidt Garden Center was rented out 11 times by exempt non-profits, 5 pay non-profits, and 7 private pay rentals.

Ingleside Senior Center

The Ingleside Senior Center has an average of 30 members a day attending the center.

This month the members enjoyed a Mother's Day Party.

N.O. Simmons Park

Market Days was held this month.

The Parks and Rec Department held their Annual Hometown Pride Day. In addition, a Kids Fun Run was held using the walking trail.

Park and Recreation Misc.

The Parks and Rec Department are preparing for their summer programs.

INGLESIDE POLICE DEPARTMENT

MONTHLY STATISTICS REPORT: May 2014

A. Communications

2,805 Calls for Service

B. Uniformed Patrol

1. 118 Reports prepared
2. 51 Adult Arrests
3. 22 Traffic Accidents Investigated
4. Unavailable - Traffic Contacts
5. 00 Juvenile Arrests
6. 00 Hours Reserve Officer Service Time

C. Criminal Investigations

Uniform Crime Report (UCR), Part 1 Crimes

1. 33 Offenses Reported
2. 00 Unfounded, false or baseless
3. 19 cases were cleared by arrest or exceptional means
4. 00 case were cleared involving persons less than 18 years of age

Incidents/reports (other than UCR)

1. 85 Incident reports have been resolved or closed.

Stolen Property and Vehicles Recovered

1. \$ 9,005.00 in stolen property and vehicles recovered.

Cased filed with District Attorney/County Attorney's Office

1. 21 cases were filed with County Attorney's Office.
2. 01 cases were filed with District Attorney's Office.
3. 02 cases were filed with Juvenile Probation Department.

Court Appearances

1. Investigators spent 00 days in court appearances.

Narcotics Seized:

1. Marijuana: 34 grams
2. Marijuana plants:
3. Pharmaceutical Pills: 5.5 grams
4. Cocaine:
5. Crack Cocaine
6. Heroin
7. Methamphetamine 5 oz.
8. Synthetic drugs 2 grams

Seizures (pending court disposition) : Apple i-pod, Sony personal computer, Samsung security video system, thumb drive, 1700 items of drug paraphernalia, \$6357.85

Ingleside Animal Control
Monthly Report

Month of	<u>MAY 2014</u>		
County	Cats: 9	Dogs: 15	
Animals Impounded	Cats: 44	Dogs: 42	
Returned to Owner	Cats: 0	Dogs: 8	
Adopted Out	Cats: 3	Dogs: 2	
Released to Rescue	Cats: 0	Dogs: 3	
Put To Sleep	Cats: 24	Dogs: 34	Rabbit: 1
Warning Citations	Jennifer- 0 Cameron - 7		
Court Summons	Jennifer -2 Cameron - 0		
Calls For Service	101		

Preparer's Signature: Jennifer Salinas

Date: June 1, 2014

City of Ingleside Office of Emergency Management Monthly Report

May 2014

Training/Meetings:

• 5/3	CBCERT Meeting/Training	Ingleside
• 5/7-8	Coastal Bend Hurricane Conference	Robstown
• 5/9	Coastal Bend Hurricane Tabletop	Robstown
• 5/29	Regional Functional Hurricane Exercise	Regional
• 6/2	Regional Functional Hurricane AAR	Corpus

Grants:

- NTR

BASIC PLAN & ANNEX INFORMATION									
Levels	Annex	Name	Plan Date	Expire Date	Responsibility	Started	To EMC	To State	Approved
Basic	BASIC		5/29/2008	5/29/2013	EMC	6/21/2013	8/22/2013	8/23/2013	Approved
	A	Warning	7/17/2008	7/17/2013	Police Chief	7/29/2013	8/26/2013	8/29/2013	Approved
	B	Communications	1/12/2010	1/12/2015	Police Chief				
	C	Shelter & Mass Care	7/17/2008	7/17/2013	Asst. EMC	7/29/2013	10/10/2013	10/11/2013	Approved
	E	Evacuation	12/28/2009	12/28/2014	Police Chief				
	I	Emergency Public Info	7/20/2011	7/20/2016	City Secretary				
	M	Resource Management	8/8/2011	8/8/2016	Finance Dir <i>changed to EMC</i>				
	N	Direction & Control	5/31/2011	5/31/2016	City Manager				
	O	Human Services	7/9/2008	7/9/2013	Asst. EMC	7/29/2013	8/27/2013	8/29/2013	Approved
	Q	Hazmat/Oil Spill	1/12/2013	1/12/2015	Fire Chief				
	V	Terrorism	2/22/2011	2/22/2016	Police Chief				
Intermediate	D	Radiological Protection	5/3/2011	5/3/2016	Fire Chief				
<i>Includes the basic level annexes</i>	F	Firefighting	5/3/2011	5/3/2016	Fire Chief				
	G	Law Enforcement	7/19/2008	7/19/2013	Police Chief	7/29/2013	8/29/2013	10/11/2013	Approved
	H	Health & Medical	8/8/2011	8/8/2016	Asst. EMC				
	J	Recovery	4/28/2008	4/28/2013	Finance Dir <i>changed to EMC</i>	3/27/2013	5/24/2013	5/29/2103	Approved
	K	Public Works	6/28/2011	6/28/2016	Public Works Dir				
	L	Energy & Utilities	6/28/2011	6/28/2016	Public Works Dir				
	R	Search & Rescue	4/28/2008	4/28/2013	Fire Chief	3/27/2013	5/3/2013	5/29/2013	Approved
	S	Transportation	7/20/2011	7/20/2016	Public Works Dir				
Advanced	P	Hazard Mitigation	8/8/2011	8/8/2016	Building Official				
<i>Includes basic & advanced level annexes</i>	T	Donations Mgmt	4/28/2008	4/28/2013	Finance Dir <i>changed to EMC</i>	3/28/2013	5/8/2013	8/2/2013	Approved
	U	Legal	4/30/2008	4/30/2013	City Secretary	4/2/2013	5/8/2013	5/29/2013	Approved

Upcoming:

6/4-6 EOC Operations & ICS Interface G-975 CCNC Health Dept Corpus

Signed,

Stan Bynum, EMC/Police Chief

Shanna K. Owens, Asst. EMC/EM Planner

Ingleside Fire Department Monthly Report for May 2014

Types NFIRS Summary by Incident Type	#	Mutual Aid Given	Mutual Aid Received	County Calls
Fires				
Structures (110-118, 120-123)	4	1		1
Vehicle (130-138)				
Other (100, 140-173)	5	1		
Rescue				
EMS (300-323)				
Other (331-381)	2			1
Hazardous Conditions (400-482)	5			1
Service Calls (500-571)	2	1		
Good Intent (600-671)	3			
Severe weather or natural disaster (800-815)				
Special Incident Type (900-911)				
False Calls				
Malicious (710-715, 751)				
Other false calls (700, 721-746)	1			
TOTAL	22	3		3

☼ **Fuel Usage:**

- Diesel: 245.9 gallons
- Gasoline: 173.9 gallons
- Total Fuel: 419.8 gallons

☼ **Water Usage:**

- 6103 Incident Calls (if used in mutual aid, we refill in that jurisdiction)
- 2000 Used in training & other activities
- 8103 Total gallons of water

▪ *SEE ATTACHED REPORT FOR FUEL AND WATER*

☼ **Meetings/other:**

- Business Mtgs: 2nd Tuesday of every month @ 7 pm
- Business Meeting Schedule:
 - June 10
 - July 8
- Apparatus Checks: 4th Tuesday of every month @ 7 pm

☼ **Training:**

- Trainings: 1st & 3rd Tuesdays every month @ 7 pm for in-house training
- Members may attend training around the region at various Area Fire Schools.
- Firefighter I training started April 15 continues through August (Tues & Thurs)

☼ **Total Membership:** 45 members, 9 new applicants, 4 Lifetime members, 8 probationary

☼ **IVFD Volunteer Hours (man hours-estimated):**

- Mtgs: 300 Incident calls: 450 (2.5 hrs average/call)
- Other: 1250 Work @ station, on apparatus', & on various projects

Fire Marshal:

Report submitted by Fire Marshal.

❁ **Fire Corps:**

- 2014 Business Mtgs: June 5th, Sept. 4th, Dec. 4th starting at 6 pm.
- Training 3rd Tuesday/month @ 7:00 pm
 - Total members: 7

❁ **IFC Volunteer Hours** (hrs are approximate):

- Meetings/training: 18 Activities: 211 Incident Calls: 0
-

❁ **Grants:**

- None pending
-

❁ **Upcoming:**

- NTR

Signed,

RJ Thomas
Fire Chief

Shanna K. Owens
Admin Assistant